



CHRIS CHRISTIE  
GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**July 28, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-174**

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Office of the Attorney General, for interested applicants who meet the minimum job requirements specified below:

**TITLE:** Public Information Assistant

**SALARY:** \$45,053.25 to \$63,537.63

**LOCATION:** Office of the Attorney General  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of a supervisory official in a state department, institution, or agency, does the work involved in helping to collect, put into proper form, and disseminate informative materials designed to aid the public information program of the unit concerned; does related work as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree. Preference will be given to candidates with a degree in Marketing.

**EXPERIENCE:** One (1) year of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization.

**NOTE:** The preferred candidate will have experience in the following areas: principles of traditional marketing; demonstrated creativity and documented involvement in social media (please provide links to work on resume), proficient in content marketing theory and application; experience sourcing and managing content development and publishing; in-depth knowledge and understanding of social media platforms, their respective participants (Facebook, Twitter, Instagram, YouTube, etc.) and how each platform can be deployed in different scenarios; maintains excellent writing and language skills; displays ability to effectively communicate information and ideas in written video format; is a team player with the confidence to take the lead and guide other employees when necessary (i.e., content development, creation and editing of content, and online reputation management).

**NOTE:** Additional experience as indicated above may be substituted on a year-for-year basis for education, with each year of relevant work experience being equivalent to thirty (30) semester hour credits.

**NOTE:** A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

***If you meet the minimum requirements noted above and are interested in the position, please send a letter (including job vacancy number) and current resume before the closing date of August 11, 2016:***

Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081, Trenton, NJ 08625-0085  
or via email: [LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

